

## **COMMUNITIES IN SCHOOLS OF KALAMAZOO POSITION POSTING**

**Position Title:** Associate Director for Site Services

**Reports To:** Senior Director of Site Services

### **POSITION SUMMARY**

Responsible for implementing the Communities In Schools model of Integrated Student Services (ISS) in KPS schools, including after-school programs. Provides direct supervision for all site and after school coordinators in assigned school sites to assure ISS delivery that complies with all standards and grant requirements. Is responsible to ensure effective relationships and customer service with school personnel for each assigned school so that CIS can deliver services to students that address their needs effectively. Assures the effective utilization of community resources within all assigned sites, including volunteers, service delivery partners and parents. Collaborates in the responsibility for comprehensive grants management including effective implementation of grants proposals, reporting and compliance, and working with the Senior Director to effectively implement the budget, purchasing, facilities, payroll and human resources. Responsible for compliance with Michigan Child Care Licensing requirements.

### **DUTIES AND RESPONSIBILITIES**

- Responsible for overseeing the implementation and monitoring of all CIS Integrated Student Services, before, during and after school at assigned school sites. Ensures or provides effective training and supervision for all site and after school coordinators.
- Establishes and maintains productive working relationships with all internal and external members of the CIS partnership, including school personnel. Provides leadership, guidance, consultation and motivation to all participants.
- Assures the timely and accurate utilization of multiple tracking/data collection systems. Oversees and interprets tasks associated with evaluating CIS programs and services.
- Works effectively with KPS building principals to ensure effective customer service, monitoring and adjusting of services and routine problem-solving. Develops and conducts information and training sessions for all levels of staff within assigned school buildings.
- Participates in the selection and supervision of all CIS personnel for each assigned site and engage the principal in the selection of coordinators.
- Performs basic budget monitoring for all assigned sites, authorizing expenditures consistent with approved budgets and approval limits.
- Plan and conduct regular meetings with school personnel, site coordinator, and key partners to review progress, and correct potential problems.
- Other duties as assigned by supervisor.
- Exhibits a commitment to the values expressed in CIS mission and vision and creates and maintains a positive CIS image. Demonstrates the ability to interact in a positive and helpful manner with all customers both internally and externally. Reflects commitment to building a supportive work environment and maintains a positive attitude at the work place and toward his/her job.

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

- Bachelor degree in human services, public administration, education or related area plus a minimum of five years of experience working with children, adolescents and families and a well-developed knowledge base on the needs/issues of children and families. Masters degree and experience preferred.
- Prior supervisory experience required. Management of Youth Development programming highly desirable. Ability to supervise others in an effective manner, on both a formal basis (supervisory responsibility and authority) and on an informal basis (responsibility and need with no authority).
- Knowledge and experience with a wide range of community resources including human services, healthcare, education, recreation, employment and basic needs necessary. Advanced understanding of complex organizations and service delivery systems and how they function. Ability to design cooperative structures and methods for multi-agency involvement in services.
- Well-developed leadership abilities and interpersonal relationship skills, including the capacity to form effective relationships and represent the organization with a wide range of stakeholders including State and local funders and partners, CIS Board, donors, parents, school district leadership and students.
- Previous experience in State and/or Federal grants and grants management highly desirable.

**The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.**

**Position will remain open until filled. Please submit a letter of introduction and a current resume to:**

**[clloc@ciskalamazoo.org](mailto:clloc@ciskalamazoo.org)**